



NO: 103.1  
DATE: OCT 30 1997

## SECRETARY OF THE AIR FORCE ORDER

**SUBJECT:** Authority and Responsibilities of the Assistant Secretary of the Air Force (Manpower, Reserve Affairs, Installations and Environment)

**AUTHORITY:** 10 USC § 8013 and 8018  
29 CFR § 1614.110

1. The Assistant Secretary of the Air Force (Manpower, Reserve Affairs, Installations and Environment) is responsible for the overall supervision of manpower; military and civilian personnel; reserve component affairs; installations; environment, safety, and occupational health; and readiness support for the Department of the Air Force. He/she shall exercise these responsibilities with an emphasis on policy direction, oversight, and liaison activities with the Office of the Secretary of Defense, Congress, and external organizations. He/she is responsible for providing guidance, direction and oversight of all matters pertaining to the formulation, review and execution of plans, policies, programs, and budgets relative to:

a. Military and civilian personnel to include recruitment, accession, training and development, assignment, utilization, promotion, sustainment, compensation and entitlements and separation; family readiness and support; quality of life; services and morale, welfare and recreation (MWR); commissaries and base exchanges; medical readiness and health care programs and benefits; drug demand reduction program (drug testing);

b. Manpower management programs and techniques, to include manpower mix and military essential matters;

c. Programs to prohibit unlawful discrimination, including unlawful discrimination based on race, color, religion, national origin, sex, age, or, in the case of civilian employees, physically disabling conditions, or sexual orientation, and to create a working environment free from the aforementioned discrimination as well as from sexual harassment;

d. Reserve component affairs, including the Air National Guard and the Air Force Reserve, and Air Force oversight of the Civil Air Patrol;

e. Installations, including comprehensive planning, programming, acquisition, utilization, and disposal of all facilities and utilities (includes family housing, commissaries, base exchanges, MWR facilities); maintenance, repair and operation of all facilities, utilities, and land; base closures and realignments, including force structure basing changes; economic adjustment; air base performance and operability; acquisition and disposal of real estate; and annexation of installations by municipalities;

f. Environment, safety and occupational health to include environmental quality; compliance, impact analysis; waste minimization and management; occupational safety and health; pollution avoidance and hazard abatement; industrial ecology and sustainable development; international environmental activities; natural and cultural resource management; historic preservation, encroachment prevention; range, airspace, and community planning; interagency and intergovernmental coordination; community impact analysis and assistance; disaster preparedness and threat technology analysis in support of air base performance and operability;

g. Secretary of the Air Force Personnel Council and its component boards, to include the Air Force Discharge Review Board, the Air Force Board of Review, the Air Force Personnel Board, the Air Force Physical Disability Appeal Board, the Air Force Decorations Board, the Air Force Clemency and Parole Board, and the Council's responsibilities with respect to the DoD Civilian/Military Service Review Board;

h. The Air Force Civilian Appellate Review Office;

i. The Air Force Board for Correction of Military Records;

j. Mobilization planning, contingency and crisis management planning to include support for dependent evacuation.

2. The Assistant Secretary of the Air Force (Manpower, Reserve Affairs, Installations, and Environment) is hereby authorized to make decisions under 29 CFR § 1614.110 on complaints of discrimination and for ordering such corrective measures as may be necessary to resolve the complaint and promote equal opportunity. This authority may be redelegated to the Director, Air Force Review Boards Agency.

3. Secretary of the Air Force Order 240.1, August 17, 1990, is hereby superseded.



Sheila E. Widnall  
Secretary of the Air Force